

To: Ford, Peter[Ford.Peter@epa.gov]
From: Ford, Peter
Sent: Tue 5/16/2017 8:14:57 PM
Subject: FW: MS4 permits - exploring ADR

Peter Z. Ford

U.S. EPA Office of General Counsel

202.564.5593

From: Neugeboren, Steven
Sent: Friday, March 17, 2017 10:26 AM
To: Dierker, Carl <Dierker.Carl@epa.gov>; Levine, MaryEllen <levine.maryellen@epa.gov>
Cc: Horwitz, Sylvia <Horwitz.Sylvia@epa.gov>; Utting, George <Utting.George@epa.gov>;
Flannery-Keith, Erin <Flannery-Keith.Erin@epa.gov>; Prabhu, Aditi <Prabhu.Aditi@epa.gov>;
Briskin, Jeanne <Briskin.Jeanne@epa.gov>; Ford, Peter <Ford.Peter@epa.gov>
Subject: RE: MS4 permits - exploring ADR

Ex. 5 - Attorney Client / DPP

Steven Neugeboren

Associate General Counsel

Water Law Office

Environmental Protection Agency

202-564-5488

From: Dierker, Carl

Sent: Friday, March 17, 2017 10:21 AM

To: Levine, MaryEllen <levine.maryellen@epa.gov>; Neugeboren, Steven <Neugeboren.Steven@epa.gov>

Cc: Horwitz, Sylvia <Horwitz.Sylvia@epa.gov>; Utting, George <Utting.George@epa.gov>; Flannery-Keith, Erin <Flannery-Keith.Erin@epa.gov>; Prabhu, Aditi <Prabhu.Aditi@epa.gov>; Briskin, Jeanne <Briskin.Jeanne@epa.gov>; Ford, Peter <Ford.Peter@epa.gov>

Subject: RE: MS4 permits - exploring ADR

Ex. 5 - Attorney Client / DPP

Thanks,

Carl

Carl F. Dierker

Regional Counsel

U.S. EPA -- Region 1, New England

5 Post Office Square

Boston, Massachusetts 02109-3912

tel: 617-918-1091

e-mail: dierker.carl@epa.gov

From: Levine, MaryEllen
Sent: Friday, March 17, 2017 9:13 AM
To: Neugeboren, Steven <Neugeboren.Steven@epa.gov>
Cc: Horwitz, Sylvia <Horwitz.Sylvia@epa.gov>; Utting, George <Utting.George@epa.gov>; Flannery-Keith, Erin <Flannery-Keith.Erin@epa.gov>; Dierker, Carl <Dierker.Carl@epa.gov>; Prabhu, Aditi <Prabhu.Aditi@epa.gov>; Briskin, Jeanne <Briskin.Jeanne@epa.gov>; Ford, Peter <Ford.Peter@epa.gov>
Subject: RE: MS4 permits - exploring ADR

Ex. 5 - Attorney Client / DPP

- **Mary Ellen**

Mary Ellen Levine

Assistant General Counsel

Water Law Office, Office of General Counsel

7510 C WJC North

(202) 564-5487

From: Neugeboren, Steven
Sent: Friday, March 17, 2017 9:01 AM
To: Levine, MaryEllen <levine.maryellen@epa.gov>
Cc: Horwitz, Sylvia <Horwitz.Sylvia@epa.gov>; Utting, George <Utting.George@epa.gov>; Flannery-Keith, Erin <Flannery-Keith.Erin@epa.gov>; Dierker, Carl <Dierker.Carl@epa.gov>; Prabhu, Aditi <Prabhu.Aditi@epa.gov>; Briskin, Jeanne <Briskin.Jeanne@epa.gov>; Ford, Peter <Ford.Peter@epa.gov>
Subject: Re: MS4 permits - exploring ADR

Ex. 5 - Attorney Client / DPP

Sent from my iPhone

Steven Neugeboren

Associate General Counsel

United States Environmental Protection Agency

1200 Pennsylvania Ave. NW

Washington DC. 20460

202-564-5488

On Mar 16, 2017, at 5:53 PM, Levine, MaryEllen <levine.maryellen@epa.gov> wrote:

Levine, MaryEllen has shared a OneDrive for Business file with you. To view it, click the link below.

<image00001.png> [Template for KSM Briefings Revised 2-1-17.docx](#)

Ex. 5 - Attorney Client / DPP

- **Mary Ellen**

Mary Ellen Levine

Assistant General Counsel

Water Law Office, Office of General Counsel

7510 C WJC North

(202) 564-5487

From: Albores, Richard

Sent: Wednesday, February 01, 2017 6:06 PM

To: Temple, Kurt <Temple.Kurt@epa.gov>; Blake, Wendy <Blake.Wendy@epa.gov>; Briskin, Jeanne <Briskin.Jeanne@epa.gov>; Dolph, Becky <Dolph.Becky@epa.gov>; Dorka, Lilian <Dorka.Lilian@epa.gov>; Fugh, Justina <Fugh.Justina@epa.gov>; Koslow, Karin <Koslow.Karin@epa.gov>; Lattimore, Kraig <lattimore.kraig@epa.gov>; Lee, Terry <lee.terry@epa.gov>; Lewis, Jen <Lewis.Jen@epa.gov>; Mclean, Kevin <Mclean.Kevin@epa.gov>; Michaud, John <Michaud.John@epa.gov>; Neugeboren, Steven <Neugeboren.Steven@epa.gov>; Redden, Kenneth <Redden.Kenneth@epa.gov>; Schmidt, Lorie <Schmidt.Lorie@epa.gov>; Siciliano, CarolAnn <Siciliano.CarolAnn@epa.gov>; Srinivasan, Gautam <Srinivasan.Gautam@epa.gov>; Youngblood, Charlotte <Youngblood.Charlotte@epa.gov>; Levine, MaryEllen <levine.maryellen@epa.gov>

Cc: OGC Immediate Office Support <OGCFrontOfficeSupportStaff@epa.gov>

Subject: CONSOLIDATED OGC Immediate Office Procedures [Feb. 1, 2017 v1]

Hello all:

As you already know, we had some technical difficulties this past Monday involving the email lists, so the following message (in quotes) from me did not make it to you. Conversations and other activities have overtaken the message from Monday, so I will attempt to consolidate our Immediate Office procedures below to include those.

●□□□□□□□□ From me on Monday 1/30:

“Thanks so much for the submissions last Friday for Kevin’s weekend binder, and his weekly report to the Administrator. I have some good and bad news to share with you all and we have revised the procedures to reflect the news. Hopefully, as we get into a rhythm,

this will get easier for you as well as the Immediate Office Staff.

*First the good news. Kevin was very pleased with his binder, and as you saw from his email from Saturday forwarding his first “OGC Weekly Report,” more than enough information for that report. **Kudos to Carla and Aditi who collaborated to compile materials** (even some arriving as late as 4:29 pm), and to a special thanks to Aditi for having the foresight to create a “Binder Highlights” page to quickly orient Kevin to the materials that he was reviewing.*

*The bad news is that the Acting Administrator wants her weekly report by noon on Fridays! So, we are adjusting our submission timing for weekly material to **noon on Thursdays!** We would also like you to send the materials to the following email group OGC Immediate Office Support.”*

<image002.png>

I have attached a revised procedures document, highlighting the new deadlines and timing. Thanks for helping make this transition as smooth as possible for Kevin and Elise, and the OGC Immediate Office staff. We know that there have been a few bumps along the way, but hopefully we have those behind us.

Let me know if you have any issues or concerns.”

CONSOLIDATED OGC IMMEDIATE OFFICE PROCEDURES

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• Division of Offices

Kevin and Aditi

ARLO
WLO
PTSLO
CCILO
ECRCO
CRFLO
Ethics (with Shaun)

Elise and Shaun

ADRLO
GLO
RMO
FEAT
SWERLO
CRFLO (with Aditi)
Ethics

B. OGC One Docket Weekly List (from 1/19 Albores email titled “ALERT: New OGC Immediate Office SOP Beginning Next Week” – new information highlighted in yellow)

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C. OGC Two Week Report (from 1/26 Packard email titled “Deadline Procedures” – new information highlighted in yellow)

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Example:

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Upcoming Deadlines:
2017.

Ex. 5 - Attorney Client

Ex. 5 - Attorney Client

Ex. 5 - Attorney Client

Ex. 5 - Attorney Client

D. Calendaring

Ex. 5 - Attorney Client

Ex. 5 - Attorney Client

R

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**RICHARD L. ALBORES**

Associate Deputy General Counsel \* Office of General Counsel \* U.S. EPA \* 1200 Pennsylvania Avenue, NW \* MC2310A \* Washington, DC 20460 \* email: [albores.richard@epa.gov](mailto:albores.richard@epa.gov) \* phone: 202.564.7102 \* mobile: 202.809.8029